



GIRL SCOUTS OF MIDDLE TENNESSEE

PERMISSION TO CONDUCT A MONEY-EARNING PROJECT

Troops must submit a Permission to Conduct a Money-Earning Project to Volunteer Resources to conduct a bake sale or other approvable money-earning project to cover expenses for troop activities including Take Action Projects.

Adults must have authorization and permission from the Fund Development Department to engage in raising funds.

Established troops cannot plan and/or conduct a money-earning project if they have not participated in the Girl Scout Cookie and Fall Product programs. New troops must plan to participate in the Girl Scout Cookie and next Fall Product programs.

A list of council pre-approved projects is available in the Managing Group Finances section in *Volunteer Essentials*. *Note: These projects require service unit manager approval.*

- Troops and girls working on Bronze, Silver and Gold Award Take Action Projects need to submit a copy of the signed approval form with their final report.

REMINDERS: SOLICITATION OF CONTRIBUTIONS

...Girl members may not engage in any direct solicitation for money.

Girl Scouts Blue Book of Basic Documents 2015, Revised February 2015

- Therefore, girls are strictly prohibited from crowd source funding or soliciting funding of any type
- Go Fund Me, Kickstarter or similar crowd funding methods are not allowed

References:

Chapter 5 – Finances, *Volunteer Essentials*

Blue Book of Basic Documents - Fundraising Solicitation of Contributions, Page 21

STEP-BY-STEP INSTRUCTIONS:

- Read the Girl Scouts of Middle Tennessee's policies on money-earning projects found in Chapter 5: Managing Group Finances section in *Volunteer Essentials*.
- Select a project based on Girl Scout guidelines and Girl Scouts of Middle Tennessee policies.
 - A list of council pre-approved projects is available in the Managing Group Finances section in *Volunteer Essentials*. *These projects require service unit manager approval.**
*Include a copy of the approval with Bronze, Silver or Gold final reports.
 - Money-earning projects not included in that list require submission of this form to the Girl Scouts of Middle Tennessee.
- Do not proceed with the project until you have received a copy of the approved application signed by the appropriate person.

KEEP A COPY OF THE APPROVED APPLICATION



Submit only pages 3 - 4



PERMISSION TO CONDUCT A MONEY-EARNING PROJECT

TROOP AND TROOP TREASURY INFORMATION:

Troop #: _____ Service unit #: _____

Grade Level (check all that apply): Brownie Junior Cadette Senior Ambassador

Leader's name: _____ Daytime phone: () _____

Mailing address: _____
Street City State Zip

E-mail: _____ Treasurer's name: _____

Daytime phone: (_____) _____

Amount of money now in troop treasury: \$ _____ Total amount troop needs for plans: \$ _____

Troop plans for money-earning project proceeds: _____

Did troop participate in the most recent Girl Scout Cookie Program?

Yes, \$ _____ troop proceeds No, when did your troop register? _____

If eligible did the troop participate in the most recent Fall Product Program?

Yes, \$ _____ troop proceeds

No, when did your troop register? _____

PROJECT DETAILS

Money earning project _____ Date of event _____

(Be specific; include the project name, description and locale).

Date: _____ Location: _____

Detailed description of project: _____

Estimated total earnings: \$ _____

Program goals

How have the girls been involved in planning this project? _____

On which awards will the girls be working? _____

What are the potential benefits of this activity for the girls? _____

What resources (people, publications) have the girls used in planning this project? _____

- ✓ Troop girls and adults have read GSMIDTN Money-Earning Basics in *Volunteer Essentials*.
- ✓ Participation is voluntary.
- ✓ Planning has taken place with girls understanding their financial goals.
- ✓ Activity is suited to the age and abilities of the group.
- ✓ Money earned is not to be retained by individuals.
- ✓ Activity does not involve any game of chance, including 50/50, raffles, or BINGO of any kind.
- ✓ Troop girls and adults are not directly soliciting for cash or hosting a product demonstration party.
- ✓ Troop girls and adults are not selling or endorsing commercial products.
- ✓ Troop girls and adults are not soliciting business/money for another organization or company, including percentage evenings

I, **Girl Scout Troop Leader/Volunteer**, have reviewed *Volunteer Essentials* and the information listed on this form. I am aware of the requirements and guidelines of Girl Scout Money-Earning Projects as set forth by both GSUSA and Girl Scouts of Middle Tennessee and believe that this project aligns with those requirements.

SIGNATURE AUTHORIZATION

Troop leader signature: _____ Date: _____

Service unit manager signature: _____ Date: _____

Volunteer manager signature: _____ Date: _____

SUBMISSION INSTRUCTIONS:

If you have selected a project from the list on our website: Resources, Troop Finances, Troop Financial Policy or from the Managing Group Finances section of *Volunteer Essentials*, then submit this form to your service unit manager for approval. If your money-earning project is not included on the list, then send your form to the Girl Scouts of Middle Tennessee for approval at:

Girl Scouts of Middle Tennessee
Attn: Money-Earning Project Approval
4522 Granny White Pike
Nashville, TN 37204
Or you may fax to: (615) 460-0255